FACILITIES MANAGEMENT

MAINTENANCE:

Work Order/Job Order:

Station Commander's Upkeep & Maintenance Fund--Reimbursemer

WORK ORDER REQUEST:

Submit Work Orders if:

- Work requested is for new construction.
- Work requested if for alterations to Facility.
- Total project or cost of rep exceeds $25,000

Job Order Requests

- Submit Job Orders if:
- Project or repairs are for Routine Repairs or Maintenance (Job Order is required for SCUMF Reimbursement)
- State Wide Contracts for Maintenance and Repairs using State Purchasing Procedures

*HVAC *Electrical *Plumbing * OH Doors

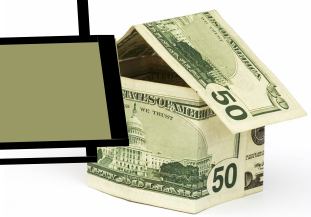
DEPUTY CHIEF OF STAFF ENGINEERING

FACILITIES

MANAGEMENT

"A mission of excellence"

Maintenance Management Standard Operating Guidance



STATION COMMANDER'S UPKEEP & MAINTENANCE FUND (SCUMF)

- **LIFE SAFETY CODE ISSUES:**
- Fire Extinguishers—Monthly & Annual Inspections (See Maintenance Standard Operating Guidance---***SOG)***
- Kitchen Fire Hoods—Semi-Annual Inspections
- Emergency Exit Lights and Lighted Exit Signs
- Elevator Permits—Annual Inspections

STATION COMMANDER'S UPKEEP & MAINTENANCE FUND (SCUMF)

- **Items <u>not maintenance related</u> may be approved for SCMUF expenditures but not eligible for reimbursement.**
- **Approval may exceed unit's quarter allotment and reimbursed by prior approval of Ted E. Horn, Director, Facilities Management.**

Janitorial supplies, minor maintenance and grounds maintenance items will be

STATION COMMANDER'S UPKEEP & MAINTENANCE FUND
BID FOR SCUMF AND OR STATE PURCHASE ORDERS:

A. If estimated cost is less than $2,000 only one (1) telephone bid is required. If funds are not available the request will be forwarded to the next higher headquarters or laterally for funding. Unit paying invoice will submit separately coding user unit so that funds can be deducted from the users allocation and reimbursed to paying unit.

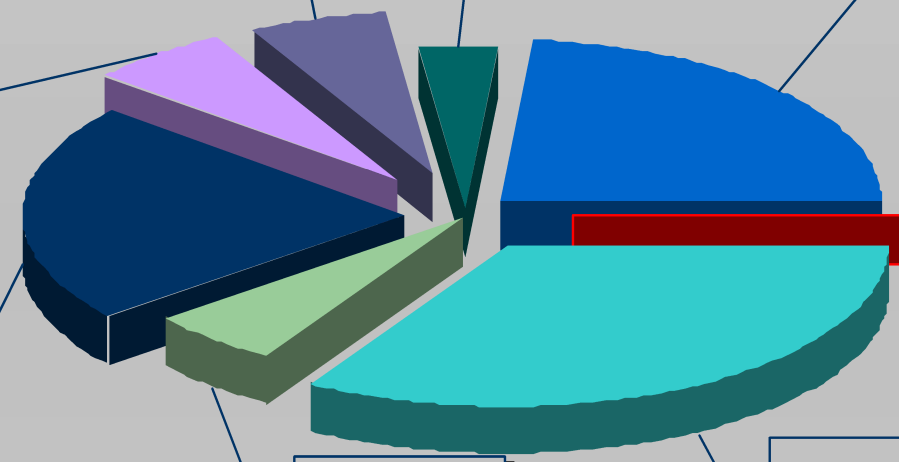
B. If estimated cost is more than $2,000 and less than $5,000, three (3) written and signed bids are required. This type purchase must be approved in advance by CFMO-Director, Facilities Management. SCUMF or State Purchase Order will be used as directed . All vendors must be registered if State Purchase Order is issued.

Work Order/Job Order REQUESTS:

- **Work Order Required:**
  - **A. New Construction requires written work order request.**
  - **B. Maintenance projects exceeding $25,000.**
- **Job Order Required for SCUMF Reimbursement:**
  - **A. All routine maintenance such as Janitorial, grounds and or facility maintenance.**
  - **B. Federal Facilities will be funded by GPC.**
  - **C. New Equipment will be purchased by State Contracts.**
  - **D. If unit does not have available funds they will send request to next higher headquarters or laterally for funding.**
  - **E. Items purchased that are not for upkeep and maintenance of facility will not be reimbursed.**
  - **F. Approval may exceed Quarter's Allocation. (*APPROVAL REQUIRED BY DIRECTOR, FACILITIES MANAGEMENT)***

Armories Maintenance Allocations

$1,473,200 50/50 State/Fed **Budget Year 2008/2009**



$ 65,000 Equipment Revolving Fund (Mowing equipment for 40% of locations

Equipment Revolving Fund (Mowing equipment for 40% of locations

$ 88,500 Janitorial Nashville

Nashville Janitorial

$ 58,000 TOPS, POST, STARS,& Boiler Inspections

Tops, Post, Stars

Available for Readiness Center Maint/Mowing NON-ERF

$ 463,708 Available for Readiness Center Facilities Maintenance & Improvements (RRO, etc)

TEMA 75,000 State

FSA Funds

100,000 Match $300,000 Federal Funds in service Agreement Total $ 400,000

Joint Use Agreement

$ 100,000 Match $ 100,000 Federal Funds in Joint Use Agreement Total $ 200,000

SCUMF Reimbursements

$ 523,000 SCUMF Reimbursements

As of 3/11/2008

FACILITY MANAGEMENT

CAPITAL MAINTENANCE PROJECTS

APPROVED FY 07/08 (1 July 2007)

1) **Dyersburg / Jackson-RC Reroof $1,120,000**
2) **Murfreesboro / McMinnville-RC Reroof $830,000**
3) **Waynesboro-RC HVAC /Controls $800,000**
4) **Savannah-RC HVAC / Controls $800,000**
5) **Sparta-RC HVAC / Controls $630,000**
6) **McKenzie-RC HVAC / Controls $690,000**

Total for FY 07/08 $4,870,0

FACILITY MANAGEMENT

CAPITAL MAINTENANCE PROJECTS

PROPOSED FY 08/09 (1July 2009)

1)	**Dresden-RC Reroof**	**$590,000**
2)	**Lafayette-RC Reroof**	**$490,000**
3)	**Waverly-RC HVAC**	**$730,000**
4)	**Greenville-RC Reroof**	**$550,000**
5)	**Newport-RC HVAC**	**$750,000**
6)	**Maryville-RC Reroof**	**$630,000**
7)	**Jackson-RC HVAC / Controls**	**$2,120,150**
	Total for FY 09/10	**$5,860,150**

STATION COMMANDER'S UPKEEP & MAINTENANCE FUND

- Annual Allotments FY08/09 (1 July 2008)

278th ACR	Knoxville	$202,000
194th EN	Jackson	$69,000
230 Sust BDB	-Chattanooga	$103,000
30th TC	Tullahoma	$89,000
STARC	-Nashville	$60,000
TOTAL ANNUAL ALLOTMENTS		**$523,000**